

## Notice

**NOTICE IS HEREBY GIVEN THAT the Fourth (4<sup>th</sup>) Annual General Meeting ('AGM') of Sagility India Limited (formerly Sagility India Private Limited), ('the company')** will be held on **Thursday, 21<sup>st</sup> August 2025 at 04.00 P.M. (IST) through Video Conferencing ('VC')/ Other Audio Visual Means ('OAVM')** to transact the following businesses:

### ORDINARY BUSINESSES

1. To receive, consider, and adopt the:
  - (A) Audited standalone financial statements of the Company for the financial year ended 31<sup>st</sup> March 2025 together with the reports of the Board of Directors and Auditors thereon; and
  - (B) Audited consolidated financial statements of the Company for the financial year ended 31<sup>st</sup> March 2025 together with the report of Auditors thereon.

To consider, and if thought fit, pass the following resolution as an **Ordinary Resolution**:

**"RESOLVED THAT** the audited standalone financial statements of the Company for the financial year ended 31<sup>st</sup> March 2025 together with the reports of the Board of Directors and Auditors thereon, as circulated to the members, be and are hereby approved and adopted.

**RESOLVED FURTHER THAT** the audited consolidated financial statements of the Company for the financial year ended 31<sup>st</sup> March 2025 together with the report of the Auditors thereon, as circulated to the members, be and are hereby approved and adopted."

2. To appoint a Director in place of Mr. Martin I Cole (DIN: 10642347), Non-Executive Non-Independent Director, who retires by rotation and being eligible, offers himself for re-appointment.

To consider, and if thought fit, pass the following resolution as an **Ordinary Resolution**:

**"RESOLVED THAT** pursuant to Section 152 and other applicable provisions of the Companies Act, 2013 and Rules made thereunder (including any

statutory modification(s) and/or re-enactment(s) thereof, for the time being in force) read with Article 110 of the Articles of Association of the Company, Mr. Martin I. Cole (DIN: 10642347), who retires by rotation at this ensuing Annual General Meeting of the Company, and being eligible, seeks re-appointment, be and is hereby re-appointed as a Non-Executive Non-Independent Director of the Company, liable to retire by rotation, on such remuneration as may be recommended by the Board of Directors from time to time which shall be within the maximum limits as approved by the shareholders of the Company."

### SPECIAL BUSINESS

3. Appointment of Chandrasekaran Associates, Company Secretaries as Secretarial Auditors of the Company and to fix their remuneration.

To consider, and if thought fit, pass the following resolution as an **Ordinary Resolution**:

**"RESOLVED THAT** pursuant to the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and Regulation 24A of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, and other applicable provisions, if any, (including any statutory modifications, amendments or re-enactments thereto), and based on the recommendation of the Audit Committee and the Board of Directors, Chandrasekaran Associates, Company Secretaries (a Peer Reviewed Firm having Registration No. P1988DE002500), be and is hereby appointed as Secretarial Auditors of the Company for a period of 5 consecutive years, from financial year 2025-26 to financial year 2029-30 ('the Term'), on such terms & conditions, including remuneration as may be determined by the Board of Directors (hereinafter referred to as the 'Board' which expression shall include any Committee thereof or person(s) authorized by the Board)

**RESOLVED FURTHER THAT** approval of the Members is hereby accorded to the Board to

avail or obtain from the Secretarial Auditor, such other services or certificates or reports which the Secretarial Auditor may be eligible to provide or issue under the applicable laws at a remuneration to be determined by the Board.

**RESOLVED FURTHER THAT** the Board be and is hereby authorized to do all such acts, deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution and for matters connected therewith or incidental thereto.”

**By order of the Board of Directors**

For **Sagility India Limited**

(formerly Sagility India Private Limited)

**Satishkumar Sakharayapattana Seetharamaiah**

Company Secretary & Compliance Officer

ACS-16008

Date: 2<sup>nd</sup> July 2025

Place: Bengaluru

Registered Office: No. 23 & 24, AMR Tech Park,  
Building 2A, First Floor Hongasandara Village,  
Off Hosur Road, Bommanahalli,  
Bengaluru – 560068, Karnataka, India

## NOTES:

- a. The Statement pursuant to Section 102 of the Companies Act, 2013 ("Act") in respect of Item No. 3 of the accompanying Notice, is annexed hereto. Further, disclosures in relation to Item No. 2 of the Notice, as required under the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and 'Secretarial Standard 2 on General Meetings' issued by the Institute of Company Secretaries of India ("SS-2") forms an integral part of this Notice.
- b. Ministry of Corporate Affairs ("MCA") vide its General Circular No. 09/2024 dated 19<sup>th</sup> September 2024 read with circulars issued earlier on the subject ("MCA Circulars") and SEBI vide its Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 3<sup>rd</sup> October 2024 read with the circulars issued earlier on the subject ("SEBI Circulars"), have permitted to conduct the Annual General Meeting ("AGM") virtually, without physical presence of Members at a common venue.

In compliance with the MCA Circulars and SEBI Circulars, the provisions of the Act and the SEBI Listing Regulations, the 4<sup>th</sup> AGM of the Company is being held virtually and transcript of the same shall be made available on the website of the Company.

MUFG Intime India Private Limited (MUFG) will be providing the facilities for participation in the AGM through VC/OAVM, e-voting during the AGM and remote e-voting.

- c. The deemed venue for the AGM shall be the Registered Office of the Company and since this AGM is held through Video Conference/Other Audio Visual Means ("VC/OAVM"), route map to the venue is not required and therefore, the same is not annexed to this Notice.
- d. Members attending the meeting through VC/OAVM shall be reckoned for the purpose of quorum under Section 103 of the Act. Members holding equity shares as on 14<sup>th</sup> August 2025 ("Cut-off date") shall be eligible to attend and vote on resolutions proposed at the AGM. Any person who is not a Member as on the Cut-off date shall treat this Notice for informational purpose only.
- e. Attendance through VC/OAVM is restricted and hence, Members shall be eligible to join the meeting on first-come-first-serve basis. However, attendance of Members holding more than 2% of the paid-up equity share capital, Institutional investors, Directors, Key Managerial Personnel, Promoters, and Auditors, if any, will not be restricted on first-come-first-serve basis.

Members may join the AGM before 30 Minutes of the scheduled time by following the procedure outlined in the 'Instameet VC Instructions for shareholders'.

- f. Since the 4<sup>th</sup> AGM is being held through VC/OAVM in accordance with the MCA Circulars, physical attendance of Members has been dispensed with. Accordingly, the facility of appointment of proxy would not be available to the Members for attending the 4<sup>th</sup> AGM, and therefore, proxy form and attendance slip are not annexed to this Notice.
- g. In compliance with Section 108 of the Act, read with the corresponding rules, Regulation 44 of the LODR Regulations and relevant SEBI circulars, the Company has provided a remote e-voting facility to its members in respect of the business to be transacted at the AGM. The facility for e-voting during the AGM will also be made available for 15 minutes after the conclusion of the AGM. Members present in the AGM through VC/OAVM and who have not cast their vote on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through the e-voting system during the AGM. Members who have cast their votes by remote e-voting prior to the AGM may participate in the AGM but shall not be entitled to cast their votes again. The manner of voting remotely by members holding shares in dematerialized mode and for members who have not registered their email addresses is provided in the 'Instructions for e-voting' and the manner for e-voting during the AGM is provided under 'Instameet VC Instructions for Shareholders' which forms part of this Notice. **Members are requested to carefully read the instructions in connection with remote e-voting as appended to this Notice.**
- h. The Board has appointed Mr. Rupesh Agarwal, Managing Partner, Chandrasekaran Associates (FRN: P1988DE002500; Peer Review Certificate No.: 5715/2024), in his absence Mr. Shashikant Tiwari, Partner, Chandrasekaran Associates, in his absence Mr. Lakhan Gupta, Partner, Chandrasekaran Associates, Company Secretaries, as the scrutinizer ("Scrutinizer") for conducting the e-voting process in a fair and transparent manner.
- i. The remote e-voting period commences on Monday, 18<sup>th</sup> August 2025 (9:00 a.m. IST) and ends on Wednesday, 20<sup>th</sup> August 2025 (5:00 p.m. IST). The e-voting module will be disabled by MUFG thereafter. Members will not be allowed to vote again on any resolution on which vote has already been cast. The voting rights of members shall be proportionate to their share of the paid-up equity share capital of the Company as on the cut-off date, i.e. 14<sup>th</sup> August 2025.

- j. Corporate shareholders/institutional shareholders intending to authorise their representative(s) to attend / vote at the 4<sup>th</sup> AGM are requested to send from their registered e-mail address, scan copy of the relevant Board Resolution/ Authority Letter, etc. authorizing their representative(s) to attend / vote, to the Scrutinizer on e-mail ID at [rupesh@cacsindia.com](mailto:rupesh@cacsindia.com) with a copy marked to RTA email <https://in.mpms.mufig.com/> and [investorservices@sagility.com](mailto:investorservices@sagility.com)
- k. Electronic/digital copy of the Annual Report for FY25 and Notice convening the 4<sup>th</sup> AGM are being sent to all Members whose e-mail Ids are registered with the RTA/Depositories. Members who have not registered their e-mail Id may get the same registered through their Depository Participants. For members who have not registered their e-mail address a letter providing a weblink for accessing the Notice of the AGM and Annual Report for FY2024-25 will be sent. Members who wish to receive a physical copy of the Annual Report for FY 2024-25 and the Notice of the AGM may request it by sending an e-mail to [investorservices@sagility.com](mailto:investorservices@sagility.com) with their DP ID and Client ID, or by submitting a service request to MUFG Intime India Private Limited (formerly Link Intime India Private Limited), the Company's RTA, at [https://web.in.mpms.mufig.com/helpdesk/Service\\_Request.html](https://web.in.mpms.mufig.com/helpdesk/Service_Request.html). Physical copies will be provided only upon request.
- l. The statutory registers maintained under Section 170 and Section 189 of the Companies Act 2013, and other documents referred in the Notice convening this AGM shall be made available for inspection electronically by Members during the remote e-voting period and during the proceedings of the 4<sup>th</sup> AGM. Members may seek inspection of documents by accessing to the MUFG e-voting platform at <https://instavote.linkintime.co.in/> during the aforementioned period.
- m. Members who wish to raise a query at the AGM may register as 'Speakers' by sending a request from their registered email address to [instameet@in.mpms.mufig.com](mailto:instameet@in.mpms.mufig.com), quoting their name, DP ID, and Client ID, no later than 14<sup>th</sup> August 2025.
- Members may also express their views or send any queries to [investorservices@sagility.com](mailto:investorservices@sagility.com) on or before 14<sup>th</sup> August 2025, which may be considered and responded to during the AGM.
- n. Members who wish to obtain any information on the Annual Report for FY 2024-25 or have questions on the financial statements and/or matters to be placed at the 4<sup>th</sup> AGM, may send a communication from their registered e-mail address to the e-mail Id [investorservices@sagility.com](mailto:investorservices@sagility.com) quoting their name, DP ID. and Client ID, on or before 14<sup>th</sup> August 2025.
- o. The Scrutinizer will submit his report to the Chairman of the Company ("the Chairman") or to any person duly authorized by the Chairman, upon completion of the scrutiny of e-voting (including votes cast during the AGM and through remote e-voting), within 48 hours from the conclusion of the AGM. The results, along with the Scrutinizer's report, will be communicated to the stock exchanges and the RTA, and will also be published on the Company's website <https://www.sagilityhealth.com/> and shall also be displayed on the Notice Board at the registered and Corporate office of the Company.
- p. In case of joint holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
- q. The Notice along with Annual Report is being sent to those Members/ beneficial owners whose name are appearing in the register of Members/ list of beneficiaries received from the depositories as on 25<sup>th</sup> July 2025.
- r. The Notice and the Annual Report for the FY 2024-25 will be available on the website of the Company <https://www.sagilityhealth.com/>, on the website of e-voting service provider <https://instavote.linkintime.co.in> and on the website of National Stock Exchange of India Limited ([www.nseindia.com](http://www.nseindia.com)) and BSE Limited ([www.bseindia.com](http://www.bseindia.com)), in compliance with the MCA Circulars.
- s. Dispute Resolution Mechanism at Stock Exchanges- SEBI, vide its circular no. SEBI/HO/OIAE/OIAE\_IAD1/P/CIR/2023/131 dated 31<sup>st</sup> July 2023 (updated as on 20<sup>th</sup> December 2023) and SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/135 dated 4<sup>th</sup> August 2023 read with SEBI's Master Circular for Online Dispute Resolution ("ODR") (updated as on 28<sup>th</sup> December 2023) prescribed a mechanism for online resolution of dispute in the Indian Securities Market which harnesses online conciliation and online arbitration for the resolution of disputes. As per this circular, Dispute between investors and listed companies including their Registrar and Share Transfer Agent will be resolved in accordance with the SEBI Circular. The investor can initiate dispute resolution through the Online Dispute Resolution Portal ("ODR Portal") <https://smartodr.in/login>.

# EXPLANATORY STATEMENT

[Pursuant to Sections 102 of the Companies Act, 2013]

The following Explanatory Statement sets out the material facts relating to the Special Business mentioned under Item No. 3 of the accompanying Notice.

## Item No. 3 - Appointment of Chandrasekaran Associates, Company Secretaries as Secretarial Auditors and fix their remuneration

Pursuant to the Regulation 24A & other applicable Provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") read with provisions of Section 204 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and other applicable provisions of the Companies Act, 2013, if any ("the Act"), the Audit Committee and the Board of Directors at their respective meetings held on 14<sup>th</sup> May 2025 have approved subject to approval of Members, appointment of Chandrasekaran Associates (CACS), Company Secretaries, a peer reviewed firm of Company Secretaries in Practice (Firm Registration Number: P1988DE002500) as Secretarial Auditors of the Company for a term of 5(Five) consecutive years from financial year 2025-26 to financial year 2029-30.

CACS is a firm of Company Secretaries having professional experience spanning over more than 36 years specializing in Secretarial Audit, Due Diligence, Assurance Audit, Corporate Compliance Management, Representation services and Transaction Advisory Services to the Corporate world on various matters. They are providing consultancy and Secretarial Audit to reputed multinational companies, listed companies including part of NIFTY50 / SENSEX and large corporate houses in various sectors such as Information Technology, Telecom, Manufacturing, Real Estate,

Insurance, Fast Moving Consumer Goods, Hotel, Travel, Food, Hospital, Pharma, Media, Tobacco, Housing Finance, Banking, REIT, INVITS etc.

CACS has given their consent to act as secretarial auditors of the company and confirmed that their aforesaid appointment, if approved, would be within the limits specified by Institute of Company Secretaries of India. Furthermore, in terms of the amended regulations, CACS has provided a confirmation that they have subjected themselves to the peer review process of the Institute of Company Secretaries of India and hold a valid peer review certificate.

The proposed remuneration to be paid to CACS for secretarial audit services for the first two financial years ending 31<sup>st</sup> March 2026 and 31<sup>st</sup> March 2027 is ₹3,00,000 (Rupees Three Lakh Only) plus applicable taxes and out-of-pocket expenses. It is proposed to increase the fees by 2 to 2.5% from the third year.

The Board of Directors in consultation with the Audit Committee shall approve any changes to the remuneration of CACS and may amend the terms and conditions of the appointment, including remuneration, as mutually agreed with CACS.

After assessment of the firm's eligibility, and the qualifications, experience, and independent expertise of its Partners in delivering Secretarial Audit services, the Audit Committee and the Board of Directors have reviewed and approved the proposal, recommending it for approval by the Members.

None of the Directors or Key Managerial Personnel or their relatives are concerned or interested (financially or otherwise) in the Resolution set out at Item No. 3 of this Notice.

**By order of the Board of Directors**

For **Sagility India Limited**

(formerly Sagility India Private Limited)

**Satishkumar Sakharayapattana Seetharamaiah**

Company Secretary & Compliance Officer

ACS-16008

Date: 2<sup>nd</sup> July 2025

Place: Bengaluru

Registered Office: No. 23 & 24, AMR Tech Park,  
Building 2A, First Floor Hongasandara Village,  
Off Hosur Road, Bommanahalli,  
Bengaluru – 560068, Karnataka, India

**Item No. 2 - Additional information on directors recommended for appointment / reappointment as required under Regulation 36 of the LODR Regulations and applicable secretarial standards**

Name of the Director	Martin I Cole
Directors Identification Number	10642347
Date of Birth (Age in years)	20 <sup>th</sup> April 1956; 69 years
Original date of appointment	24 <sup>th</sup> June 2024
Qualifications	He holds a Bachelor of Arts degree from Dartmouth College and Masters of Public Affairs degree from University of Texas at Austin
Experience and expertise in specific functional area	<p>He has more than 43 years of experience and is currently serving as the Chairman of the Board for Western Digital, which is publicly traded on the U.S. NASDAQ, and as a director for Western Union, which is publicly traded on the U.S. NYSE. He was previously associated as Chairman of the Board and interim chief executive officer of Cloudera and as the chief executive of Accenture's technology group.</p> <p>He holds expertise across several functional areas such as business process management (BPM) services, US-based healthcare payer and provider services, global operations, technology/ innovation, cybersecurity, etc.</p>
Shareholding in the Company including beneficial holding	Nil
Terms and conditions of appointment or re-appointment	Appointed w.e.f. 24 <sup>th</sup> June 2024 as Non-Executive Non-Independent Director liable to retire by rotation
Remuneration last drawn	₹23.71 million
Details of proposed remuneration	Sitting fees and commission as may be approved by the Board of Directors/shareholders in accordance with the applicable provisions of law. The detailed criteria is available in the Nomination and Remuneration Policy of the Company.
No. of Board meetings attended during the year	Fourteen (14)
Relationship with other Directors or KMPs	None
Directorships held in other companies in India	None
Names of other listed entities in which he holds the directorship and the membership of Committees of the Board (including listed entities resigned in past 3 years)	None
Brief Resume of the Director	He holds a Bachelor of Arts degree from Dartmouth College and Masters of Public Affairs degree from University of Texas at Austin. He has more than 43 years of experience and is currently serving as the chairman of the Board for Western Digital which is publicly traded on the NASDAQ and a director for Western Union which is publicly traded on the NYSE. Prior to joining the board of sagility, he was associated as chairman of the board and interim chief executive officer of Cloudera and as the chief executive of Accenture's technology group.

# INSTAMEET VC INSTRUCTIONS FOR SHAREHOLDERS

In terms of Ministry of Corporate Affairs (MCA) General Circular No. 09/2024 dated 19.09.2024, the Companies can conduct their AGMs/ EGMs on or before 30<sup>th</sup> September 2025 by means of Video Conference (VC) or other audio-visual means (OAVM).

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access InstaMeet facility.

## Login method for shareholders to attend the General Meeting through InstaMeet:

- a. Visit URL: <https://instameet.in.mpms.mufg.com> & click on "Login".
- b. Select the "Company Name" and register with your following details:

### A. Demat Account No.:

Shareholders holding shares in NSDL/CDSL demat account shall select check box – Demat Account No. and enter the 16-digit demat account number.

### B. PAN:

Shareholders shall select check box – PAN and enter 10-digit Permanent Account Number (PAN)

(Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided by MUFG Intime, if applicable.)

### C. Mobile No:

Mobile No. as updated with DP is displayed automatically. Shareholders who have not updated their Mobile No with the DP shall enter the mobile no.

### D. Email ID:

Email Id as updated with DP is displayed automatically. Shareholders who have not updated their e-mail ID with the DP shall enter the e-mail ID.

- c) Click "Go to Meeting"  
You are now registered for InstaMeet, and your attendance is marked for the meeting.

## Instructions for shareholders to Speak during the General Meeting through InstaMeet:

- a) Shareholders who would like to speak during the meeting must register their request with the company.
- b) Shareholders will get confirmation on first cum first basis depending upon the provision made by the company.
- c) Shareholders will receive "speaking serial number" once they mark attendance for the meeting. Please remember speaking serial number and start your conversation with panellist by switching on video mode and audio of your device.
- d) Other shareholder who has not registered as "Speaker Shareholder" may still ask questions to the panellist via active chat-board during the meeting.

\*Shareholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

## Instructions for Shareholders to Vote during the General Meeting through InstaMeet:

Once the electronic voting is activated during the meeting, shareholders who have not exercised their vote through the remote e-voting can cast the vote as under:

- a) On the Shareholders VC page, click on the link for e-Voting "Cast your vote"
- b) Enter your 16-digit Demat Account No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMeet
- c) Click on 'Submit'.
- d) After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.
- e) Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.

- f) After selecting the appropriate option i.e. Favour/ Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

**Note:**

Shareholders/ Members, who will be present in the General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting.

Shareholders/ Members who have voted through Remote e-Voting prior to the General Meeting will be eligible to attend/ participate in the General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

Shareholders/ Members are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Shareholders/ Members are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Shareholders/ Members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

**Helpdesk:**

Shareholders facing any technical issue in login may contact INSTAMEET helpdesk by sending a request at [instameet@in.mpms.mufg.com](mailto:instameet@in.mpms.mufg.com) or contact on: - Tel: 022 - 4918 6000 / 4918 6175.

# REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated 11<sup>th</sup> July 2023, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

## Individual Shareholders holding securities in demat mode with NSDL

### METHOD 1 - Individual Shareholders registered with NSDL IDeAS facility

#### Shareholders who have registered for NSDL IDeAS facility:

- a) Visit URL: <https://eservices.nsdl.com> and click on "Beneficial Owner" icon under "Login".
- b) Enter User ID and Password. Click on "Login"
- c) After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- d) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**OR**

#### Shareholders who have not registered for NSDL IDeAS facility:

- a) To register, visit URL: <https://eservices.nsdl.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Proceed with updating the required fields.
- c) Post successful registration, user will be provided with Login ID and password.
- d) After successful login, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### METHOD 2 - Individual Shareholders directly visiting the e-voting website of NSDL

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the "Login" tab available under 'Shareholder/Member' section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

## Individual Shareholders holding securities in demat mode with CDSL

### METHOD 1 – Individual Shareholders registered with CDSL Easi/ Easiest facility

#### Shareholders who have registered/ opted for CDSL Easi/ Easiest facility:

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or [www.cdslindia.com](http://www.cdslindia.com).
- b) Click on New System Myeasi Tab
- c) Login with existing my easi username and password
- d) After successful login, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime, for voting during the remote e-voting period.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**OR**

#### Shareholders who have not registered for CDSL Easi/ Easiest facility:

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided username and password.

- d) After successful login, user able to see e-voting menu.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### **METHOD 2 - Individual Shareholders directly visiting the e-voting website of CDSL**

- a) Visit URL: <https://www.cdslindia.com>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on “Submit”.
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) After successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### **Individual Shareholders holding securities in demat mode with Depository Participant**

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL / CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, user shall navigate through “e-voting” option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- d) After successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### **Login method for Non-Individual Shareholders holding securities in demat mode**

Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for InstaVote as under:

- a) Visit URL: <https://instavote.linkintime.co.in>

### **Shareholders who have not registered for INSTAVOTE facility:**

- b) Click on “**Sign Up**” under ‘SHARE HOLDER’ tab and register with your following details:

#### **A. User ID:**

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

#### **B. PAN:**

Enter your 10-digit Permanent Account Number (PAN)

(Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

#### **C. DOB/DOI:**

Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

#### **D. Bank Account Number:**

Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

\*Shareholders holding shares in demat form, shall provide ‘D’ above

- Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter).
- Enter Image Verification (CAPTCHA) Code
- Click “Submit” (You have now registered on InstaVote).

### **Shareholders who have registered for INSTAVOTE facility:**

- c) Click on “**Login**” under ‘SHARE HOLDER’ tab.
  - A. User ID: Enter your User ID
  - B. Password: Enter your Password
  - C. Enter Image Verification (CAPTCHA) Code
  - D. Click “Submit”
- d) Cast your vote electronically:
  - A. After successful login, you will be able to see the “Notification for e-voting”.
  - B. Select ‘View’ icon.
  - C. E-voting page will appear.
  - D. Refer the Resolution description and cast your vote by selecting your desired option ‘Favour / Against’ (If you wish to view the entire Resolution details, click on the ‘View Resolution’ file link).
  - E. After selecting the desired option i.e. Favour / Against, click on ‘Submit’.

A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

## Guidelines for Institutional shareholders ("Custodian / Corporate Body/ Mutual Fund")

### STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on "Sign Up" under "Custodian / Corporate Body/ Mutual Fund"
- c) Fill up your entity details and submit the form.
- d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to [insta.vote@linkintime.co.in](mailto:insta.vote@linkintime.co.in).
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) is sent to Primary contact person's email ID. (You have now registered on InstaVote)

### STEP 2 – Investor Mapping

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on "Investor Mapping" tab under the Menu Section
- c) Map the Investor with the following details:
  - A. 'Investor ID' –
    - i. NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678
    - ii. CDSL demat account – User ID is 16 Digit Beneficiary ID.
  - B. 'Investor's Name - Enter Investor's Name as updated with DP.
  - C. 'Investor PAN' - Enter your 10-digit PAN.
  - D. 'Power of Attorney' - Attach Board resolution or Power of Attorney.  
  
\*File Name for the Board resolution/ Power of Attorney shall be – DP ID and Client ID or 16 Digit Beneficiary ID. Further, Custodians and Mutual Funds shall also upload specimen signatures.
  - E. Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/

Mutual Fund Entity). The same can be viewed under the "Report Section".

### STEP 3 – Voting through remote e-voting

The corporate shareholder can vote by two methods, during the remote e-voting period.

#### METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on "**Votes Entry**" tab under the Menu section.
- c) Enter the "**Event No.**" for which you want to cast vote.  
  
Event No. can be viewed on the home page of InstaVote under "On-going Events".
- d) Enter "**16-digit Demat Account No.**" for which you want to cast vote.
- e) Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
- f) After selecting the desired option i.e. Favour / Against, click on 'Submit'.

A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

**OR**

#### METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will be able to see the "Notification for e-voting".
- c) Select "**View**" icon for "**Company's Name / Event number**".
- d) E-voting page will appear.
- e) Download sample vote file from "**Download Sample Vote File**" tab.
- f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under "**Upload Vote File**" option.
- g) Click on 'Submit'. 'Data uploaded successfully' message will be displayed.

(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

## Helpdesk:

### Non-Individual Shareholders holding securities in demat mode:

Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at [enotices@in.mpms.mufg.com](mailto:enotices@in.mpms.mufg.com) or contact on: - Tel: 022 – 4918 6000.

### Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk holding securities by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at : 022 - 4886 7000
Individual Shareholders in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk holding securities by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

## Forgot Password:

### Non-Individual Shareholders holding securities in demat mode:

Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on “Login” under ‘SHARE HOLDER’ tab.
- Click “forgot password?”
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.

### User ID:

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on ‘Login’ under “Custodian / Corporate Body/ Mutual Fund” tab
- Click “**forgot password?**”
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.

### Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned depository/ depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular “Event”.